



HP Visual Collaboration Desktop

User Guide

HP Visual Collaboration Desktop v1.0

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Installation and Configuration

Installing the Desktop Client

This section describes the following:

- Minimum system and hardware requirements
- Accessing Visual Collaboration website to get the Desktop client software
- Installing and starting the Desktop client
- Configuring your speakers, microphone, and camera

System requirements

Recommended configuration (Windows) to encode 640p@15 fps/decode 720p@30 fps

- Microsoft® Windows® XP SP2, Vista, or Windows 7
- Intel® Core™ 2 Duo 2.4 GHz (or better), or Intel® Core™ i3 2.1 GHz (or better)
- 2 GB RAM
- System must support DirectX v9.0c or later and fully support both DirectDraw Acceleration and Direct3D Acceleration

Recommended configuration (Windows) to encode and decode 720p@30 fps

- Microsoft® Windows® XP SP2, Vista, or Windows 7
- Intel® Core™ 2 Quad 2.66 GHz (or better), or Intel® Core™ i5 2.4 GHz (or better)
- 2 GB RAM
- System must support DirectX v9.0c or later and fully support both DirectDraw Acceleration and Direct3D Acceleration

Hardware requirements

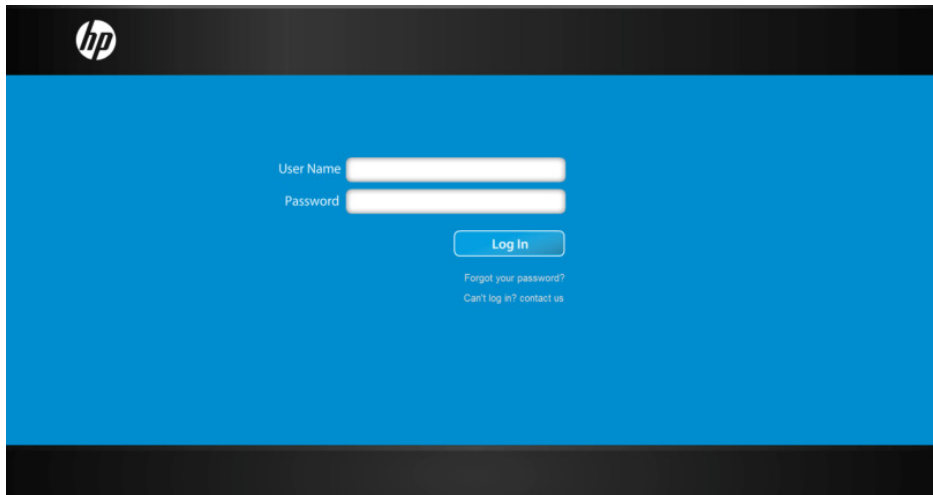
The following equipment is required to use Visual Collaboration Desktop.

- Industry-standard PC or laptop
- Camera
 - Logitech HP Pro Webcam B910 (recommended)
 - Logitech Pro Webcam 9000
 - Microsoft LifeCam
 - Cinema Web Cam
- Echo-cancelling headset
 - Logitech USB Headset H330 (recommended)
 - Plantronics Audio 480 USB Headset
 - HP PC Headset 860
 - Microsoft Lifechat LX-3000 Headset
- Optional speaker phone
 - ClearOne Chat 50 Speakerphone (recommended)

Accessing the Visual Collaboration User Portal

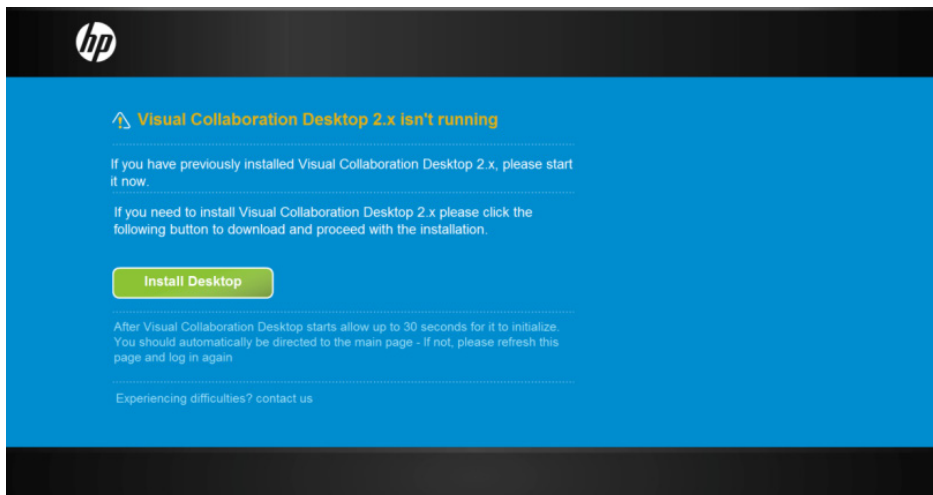
When your system administrator adds you as a Visual Collaboration user, you will receive an email with your User Name, Password, and a URL to access the website.

1. Open a web browser.
2. Browse to the address you received from your administrator.
3. Enter your user name and password, and then click **Log In**.

The screenshot shows the login page of the Visual Collaboration User Portal. It features a black header with the HP logo on the left. The main body is blue. In the center, there are two white input fields labeled 'User Name' and 'Password'. Below these fields is a blue 'Log In' button. Underneath the button, there are two links: 'Forgot your password?' and 'Can't log in? contact us'.

The first time you log in to the website, you are prompted to install the software. Later on, if there is an upgrade available, you will be prompted to upgrade.

The latest software is always available on the User Portal.


The screenshot shows the installation prompt page of the Visual Collaboration User Portal. It features a black header with the HP logo on the left. The main body is blue. At the top, there is a yellow warning icon followed by the text 'Visual Collaboration Desktop 2.x isn't running'. Below this, there are two paragraphs of text. The first paragraph says: 'If you have previously installed Visual Collaboration Desktop 2.x, please start it now.' The second paragraph says: 'If you need to install Visual Collaboration Desktop 2.x please click the following button to download and proceed with the installation.' Below the text is a green 'Install Desktop' button. At the bottom, there is another paragraph of text: 'After Visual Collaboration Desktop starts allow up to 30 seconds for it to initialize. You should automatically be directed to the main page - If not, please refresh this page and log in again.' and a link: 'Experiencing difficulties? contact us'.

Installing the software

Before you install the Desktop client software, install the headset and camera according to the instructions that came with the devices.

The first time you log in, you will see a message that Visual Collaboration Desktop is not running.

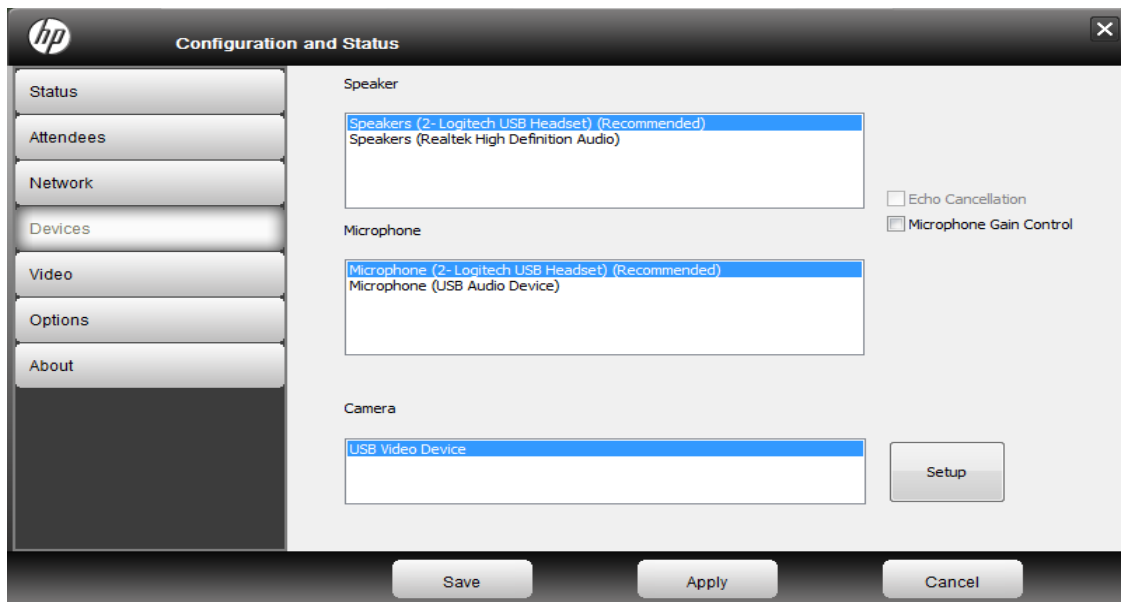
1. Click **Install Desktop** to start the Installation Wizard.
2. When prompted, click **I Agree** to accept the license agreement.
3. When installation is complete, click **Finish** to close the installer.

The Desktop icon appears in the system tray. 

Selecting devices

You need to select the appropriate speaker, microphone, and camera devices for Visual Collaboration Desktop to work properly.

1. Right-click the Desktop icon in the system tray, and then click **Configuration**.
2. Select your devices from the list of installed devices.
3. Click **Apply** to apply the devices.



Managing Meetings

Getting started

The HP Visual Collaboration Desktop Client and the web-based User Portal are software that allow you to participate in video-conferencing meetings with your personal computer.

With these products, you can perform the following tasks:

- Start a meeting
- Join a meeting
- Place a direct call to one user in the system
- Invite users to a meeting
- Control a meeting
- Manage your contacts list
- Change personal settings

The Visual Collaboration Desktop is software on your local computer that allows you to participate in meetings. The desktop software allows you to manage meeting sharing and layout while a meeting is in progress.

The User Portal is a web-based user interface. It is your meeting “Command Center” where you start, join, and manage meetings.



IMPORTANT: You cannot access the User Portal unless the Desktop software is running on your local computer.

Desktop versions

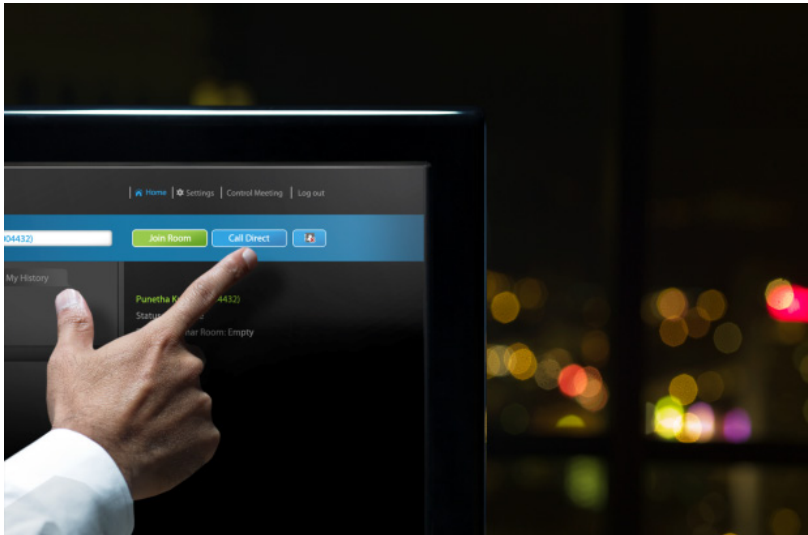
There are two versions of the HP Visual Collaboration Desktop:

- ▲ Visual Collaboration Desktop



- Download the Desktop client from the Visual Collaboration website.
- It can be installed on any industry-standard PC or laptop.

- ▲ Visual Collaboration Executive Desktop



- The Executive Desktop runs on the HP Touchsmart platform.

Getting a meeting up and running quickly

This section describes types of rooms and meetings, starting the Desktop client, sending meeting invitations, and starting and joining meetings.

Types of rooms

There are two kinds of Visual Collaboration rooms.

- A **Visual Collaboration Room** is a physical room containing the Visual Collaboration hardware, controlled by the remote control.
- A **Meeting Room** is the virtual space where you connect to other users; you connect to a meeting room using the **Join Room** button in the Visual Collaboration Room software. Each Desktop user or Visual Collaboration Room has one meeting room.

Types of meetings

There are two types of meetings:

- Direct calls (also known as point-to-point meetings). Only two users can participate.
- Multi-point meetings. More than two users can participate.

Starting the Desktop client

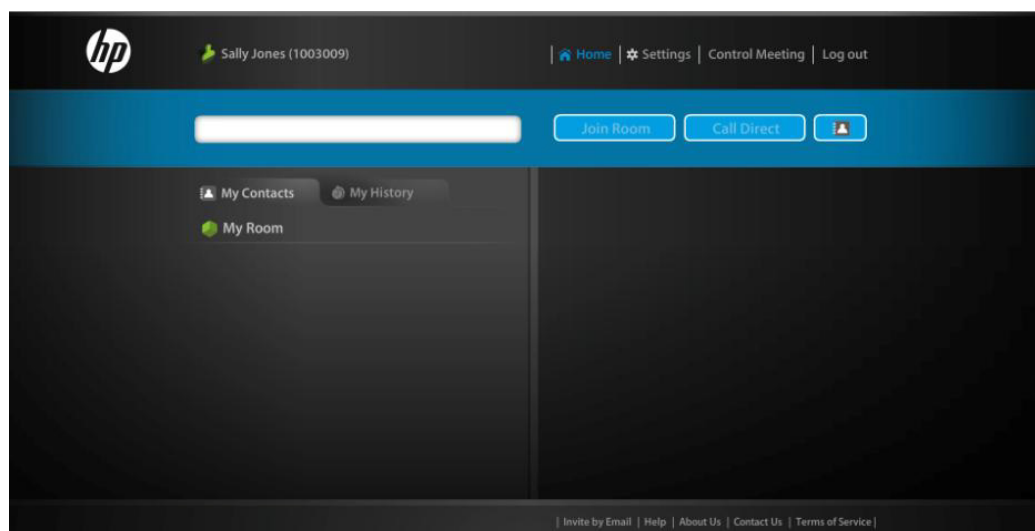
If the Desktop client is not already running, start it before you access the web interface.

1. Click **Start**, and then click **All Programs**.
2. Click **HP Visual Collaboration**.
3. Select **Visual Collaboration Desktop**.

The Visual Collaboration Desktop icon appears in the system tray.

4. Right-click the icon in the system tray, and then click **Place a Call**.

The Visual Collaboration **Home** page opens.



Inviting participants to a meeting

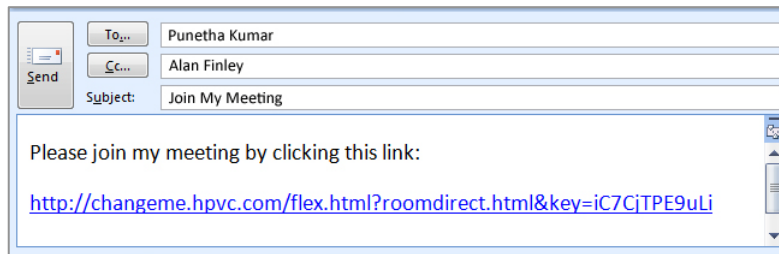
You can invite participants to a meeting by sending a room link via email.

NOTE: Participants do not have to be a Visual Collaboration registered user. You can invite “Guest” users who do not have the Desktop client installed.

1. Right-click the Desktop icon in the system tray, and then click **Place a Call**.
2. Select the **Invite by Email** link at the bottom of the Home page.

If you are prompted to create a link to your meeting room, select **OK**.

3. Enter the email addresses of your attendees, and then click **Send**.

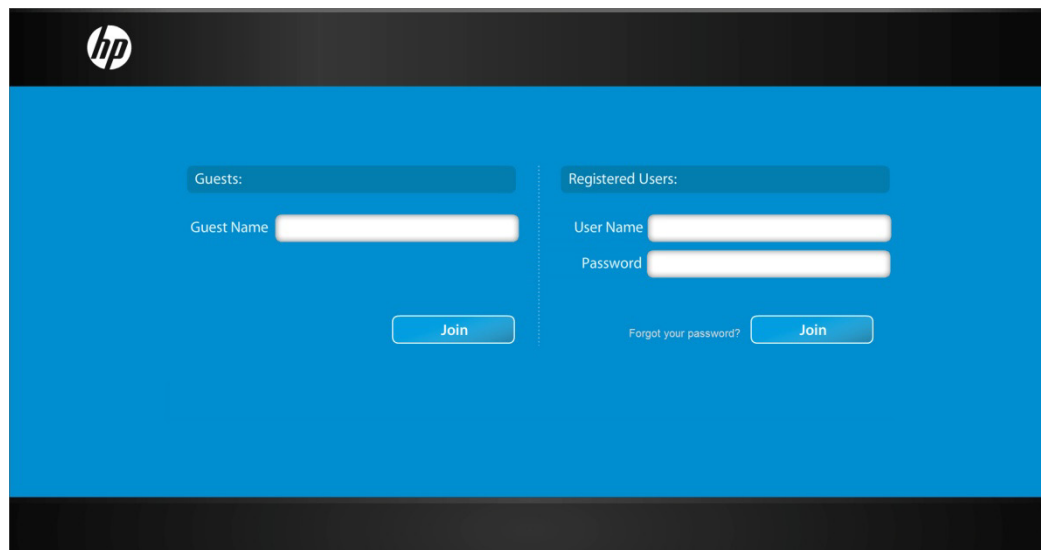


The screenshot shows an email composition window. The 'To' field contains 'Punetha Kumar', the 'Cc' field contains 'Alan Finley', and the 'Subject' field contains 'Join My Meeting'. A 'Send' button is visible on the left. The email body text reads: 'Please join my meeting by clicking this link:' followed by a blue hyperlink: <http://changeme.hpvc.com/flex.html?roomdirect.html&key=iC7CiTPE9uLi>.

Joining a meeting as a registered user

To accept a meeting invitation as a registered user, do the following:

1. Click on the link in the email invitation.
The meeting log-in screen appears.
2. Enter your User Name and Password, and then click **Join**.



The screenshot shows the HP meeting log-in interface. At the top left is the HP logo. The page is divided into two main sections: 'Guests' and 'Registered Users'. The 'Guests' section has a 'Guest Name' input field and a 'Join' button. The 'Registered Users' section has 'User Name' and 'Password' input fields, a 'Forgot your password?' link, and a 'Join' button. The background is a solid blue color.

Joining a meeting as a guest

To accept a meeting invitation as an unregistered guest, do the following:

1. Click the link in the email.
2. Enter your name in the **Guest Name** field, and then click **Join**.

3. If you are prompted, install Visual Collaboration Desktop 2.x.
 - a. Select **Install Desktop**.
 - b. Select **Run** twice.
 - c. Follow the instructions in the installation wizard.
4. Select the camera, microphone, and speakers to use for the meeting.

NOTE: If you are using a headset, select it instead of microphone and speakers.

5. Select **Save**.

The meeting begins in the HP Visual Collaboration Desktop. If you are the first participant to enter the meeting, you will only see yourself.

About guest participants


- Create one meeting link for all guests
- The meeting link grants access to your meeting room only
- Guests do not require user names or passwords
- Guests can join your room before you start the meeting

Conducting Meetings

Starting a meeting

After you invite your participants, you should enter your meeting room and wait for others to join you. You do not have to be in the room first for others to enter it.

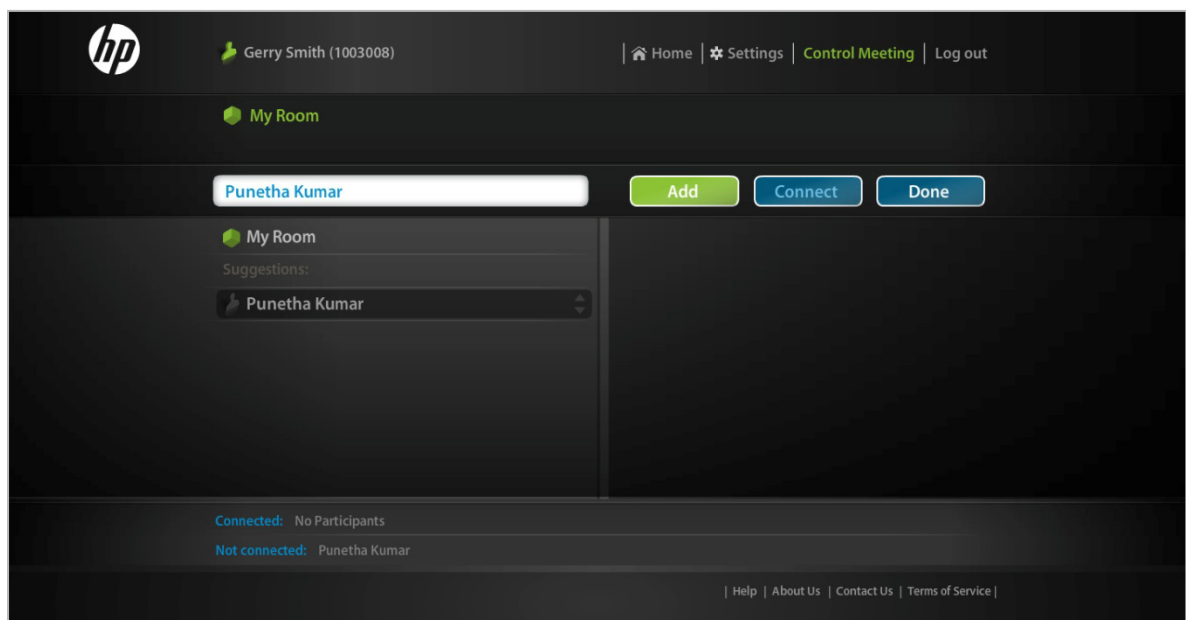
1. Click **My Room**.
2. Click **Join Room**.

 **TIP:** You can join your own meeting room from the Visual Collaboration Desktop icon. Right-click the Desktop icon and then select **Start My Meeting**.

Adding a participant during a meeting

You can add invite a new participant to a current meeting.

1. Select **Control Meeting**.
2. Select **Add Participants**.
3. Enter the user's name in the **Add Participants** field.



4. Select the user from the list below the **Add Participants** field.
5. Select **Add**.
6. Select **Connect**.









The user receives an invitation to join your meeting through their Visual Collaboration Desktop. When they accept the invitation, they join the meeting.

Knowing when and how to connect

The user or room status determines whether you can place a call to that user, join that user's room, or invite that user to attend a meeting.






User Status

The following table describes the user status icons. These icons appear next to the user name in the contacts list.

This status...	Means this...
	Available. The user is available for a direct call. You can join their room, or invite them to a meeting.
	Busy. The user is busy and you cannot call them directly or invite them to a meeting. You can join their room if it is not full or locked.
	In room. The user is in their room. You cannot call them directly. You can join their room if it is not full or locked, and they can leave their room and join yours.
	In room/room full. The user is in the room and the room is full. You cannot call them directly or join their room, but they can leave their room and join yours.
	In room/room locked. The user is in their room and the room is locked. You cannot call them directly or join their room. They can leave their room and join yours.
	In a PIN-protected room. The user is in the room and the room is PIN protected. You cannot call them directly, but you can join their room if you have the PIN code. They can leave their room and join yours.
	Offline. The user is not signed in to the portal. You cannot call them directly, but you can join their room if it is not full or locked.
	Legacy. This is a legacy endpoint user type.

Room Status

Like users, the room status determines whether or not you can connect. For example, the room may be PIN protected, locked, or not accepting new participants.

This status...	Means this...
	Empty. No one is currently in the room and you can join it. The Join Room button is active.
	Full. The room is fully occupied and cannot accept more participants. The Join Room button is inactive.
	Locked. The room is locked and you cannot join it. The Join Room button is inactive.
	Occupied. The room is occupied but additional participants can join it. The Join Room button is active.
	PIN Protected. You must enter a PIN number to join the room. The Join Room button is active. (The PIN is in the invitation email from the room owner.)

Calling another user directly

Calling a user directly begins a meeting in which only the caller and recipient can participate. Unlike joining a meeting room, no other participants can join this meeting.

1. Search for the user or room, or locate them in the **My Contact** list.
2. Select **Call Direct**.

The Visual Collaboration Desktop opens, and the user receives a pop-up invitation.

Starting a meeting with a legacy system

If you are unable to find a legacy system on the portal **Home** page, you can call it directly.

To connect to a legacy system, you must know the system's extension or IP address. Contact your system administrator for this information.

1. Enter the extension or IP address on the portal **Home** page.
2. Select **Call Direct**.

The Visual Collaboration Desktop opens, and the legacy system receives an invitation. The user selects **Answer** to connect to the meeting.

Signing out

Sign out from the Management Portal to close the interface. You will still be connected to the Visual Collaboration system and be able to receive incoming calls.

1. From the Management Portal, select **Log out**.
2. Select **OK**.

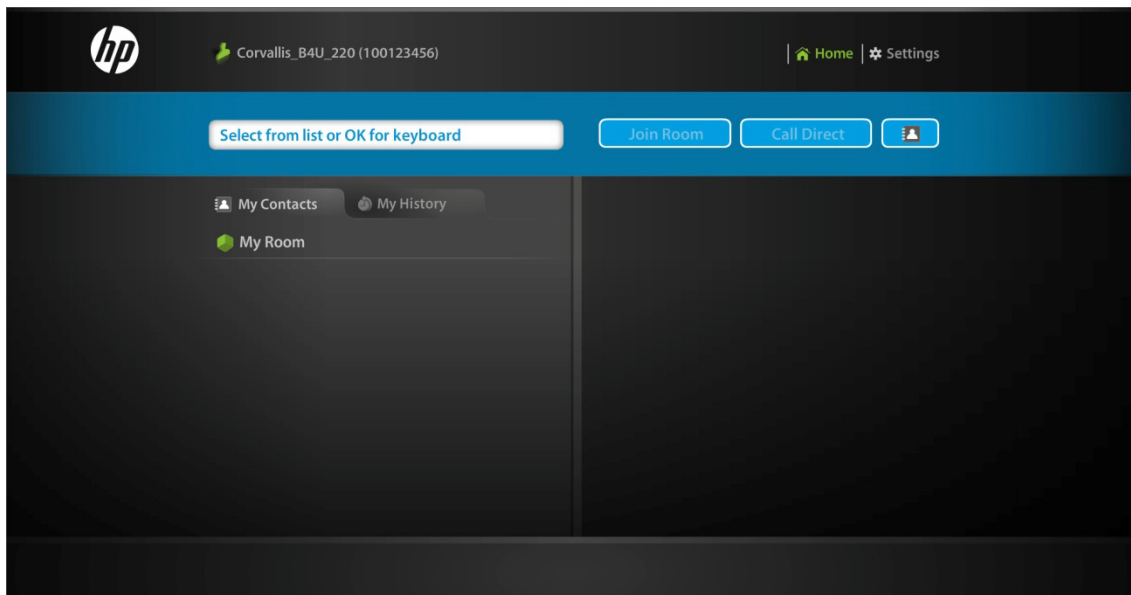
Closing the client

You can exit the Visual Collaboration Desktop to avoid receiving incoming calls.

1. Right-click (Control + click for Macintosh) the Desktop icon in the taskbar or dock.
2. Select **Quit**.

Managing contacts

Contacts are users and rooms with which you can hold meetings. They appear on the **My Contacts** tab on the **Home** page.



When you first use the room, the contact list contains your room only. If you meet with a contact regularly, you can add that contact to your personal **My Contacts** list

Adding a contact

To add a contact, do the following:



1. Search for the contact under **My Contacts**.
2. Click the desired contact to highlight it.
3. Click **Add Contact**.

The contact is added to the **My Contacts** list, and will remain there until you remove it. Contacts appear in alphabetical order, and you may need to scroll to view them all.

Removing a contact

If your **My Contact** list gets too long, or if you no longer meet with a contact frequently, you can remove that contact from your **My Contact** list.



1. Search for the contact under **My Contacts**.
2. Click the desired contact to highlight it.
3. Click **Remove Contact**.

The contact is removed from your **My Contact** list.

Controlling the Meeting Environment

Managing layout, share, and view options

Meeting controls appear at the top of the participant window. The meeting controls allow you to manage layout, to share and view content, and to control the volume.

Viewing participants

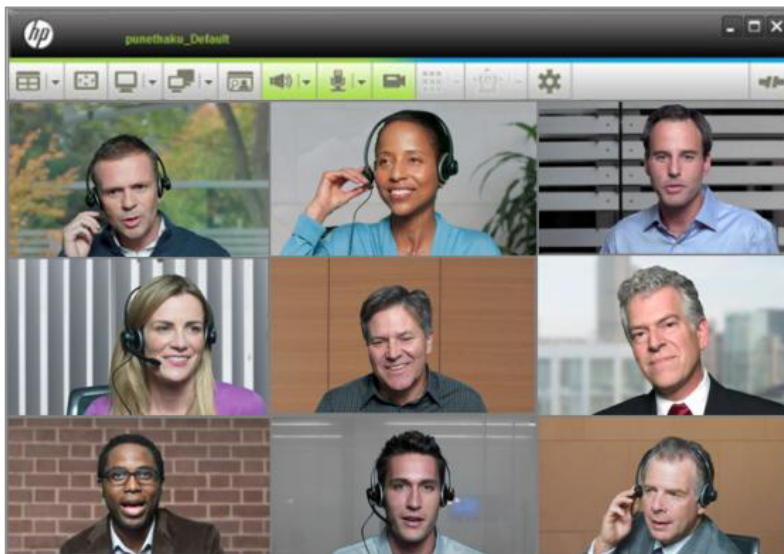
In **Preferred** mode, the speaker (or last speaker), appears largest on the screen. To toggle **Preferred** mode on or off, click the **Layout** button.





Maximum viewing capacity

To select a specific number of participants to view, click the drop-down arrow on the **Layout** button. This applies only when three or more participants are in a meeting.

The maximum number of participants that can be viewed is eight, plus self-view.

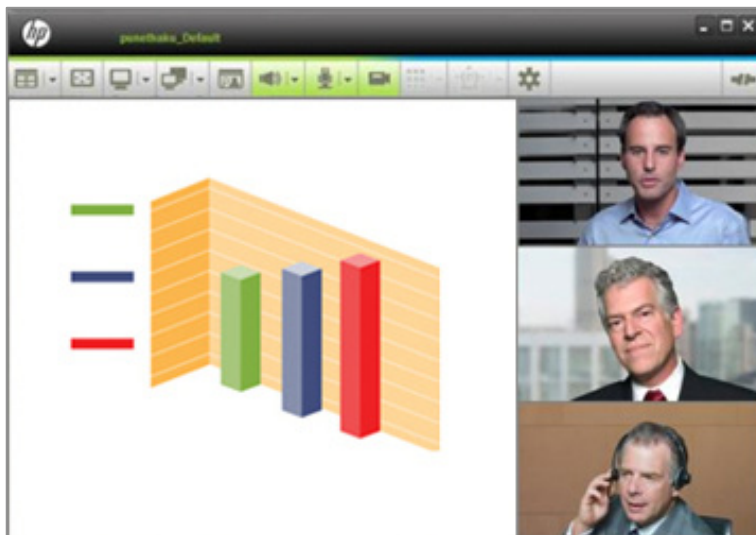


Layout controls

Click this...	To do this...
	Click the Layout button to switch between preferred and non-preferred view mode. Click the Down arrow to select a specific number of participants to vie.
	Show meeting in full-screen view.






Sharing content

Select the **Down arrow** button to select an application or screen to share.





Share and view controls

Use the following controls to manage what you and other participants see during a meeting.

Click this...	To do this...
	Maximize the meeting window to full-screen view.
	Click the Down arrow to select the application or display to share. Click the Share button to toggle sharing on and off.
	Click the Toggle Share button to cycle through shared content. Click the Down arrow to select a specific shared view.
	Turn self-view on or off. Allows you to see an image of yourself or not.
	Turn your camera on or off. Mutes your video so that others do not see you. Does not mute audio.

Volume and camera controls









Use the following controls to set your speaker and microphone volume.

Click this...	To do this...
	Click the Speaker button to mute and unmute your speakers. Click the Down arrow to select a volume level.
	Click the Speaker button to mute and unmute your microphone. Click the Down arrow to select a volume level.

User Portal meeting controls

In addition to the Desktop meeting controls, you can also perform tasks from the web interface. You access the **Control Meeting** page from the portal **Home** page.

- ▲ Sign in to the portal, and then click **Control Meeting**.

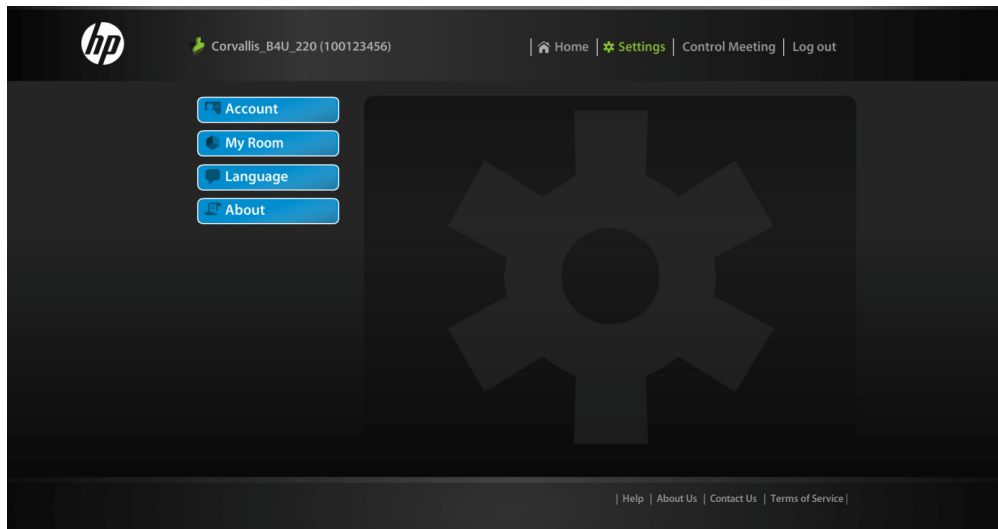
Select this...	To do this...
	Add a participant to the meeting.
	Connect all participants and start the meeting.
	Disconnect all participants and end the meeting.
	Lock the room so that no other participants can join.
	Mute all participants.
	Unmute all participants.
	Remove all participants from the room.
	Send an email invitation with a link to your meeting room.

Customizing Settings

User Portal settings

From the portal, you can change your password, meeting room link, meeting room PIN, and portal display language.

- ▲ From the user portal Home page, select **Settings**.



Changing your password

You can change the password you use for signing in to the portal.

1. Select **Account**.
2. Select **Change Password**
3. Enter the new password in the **Password** and **Confirm Password** fields.
4. Select **Save**.

Setting a secure access code

You can set a secure access code (room PIN), to protect your room from entry by unauthorized users. The room PIN is included with email invitations.

1. Select **My Room**.
2. Enter a PIN in the **Room PIN** field.
The Pin must be between 4 and 10 numerical digits.
3. Select **Save**.

Changing the portal language

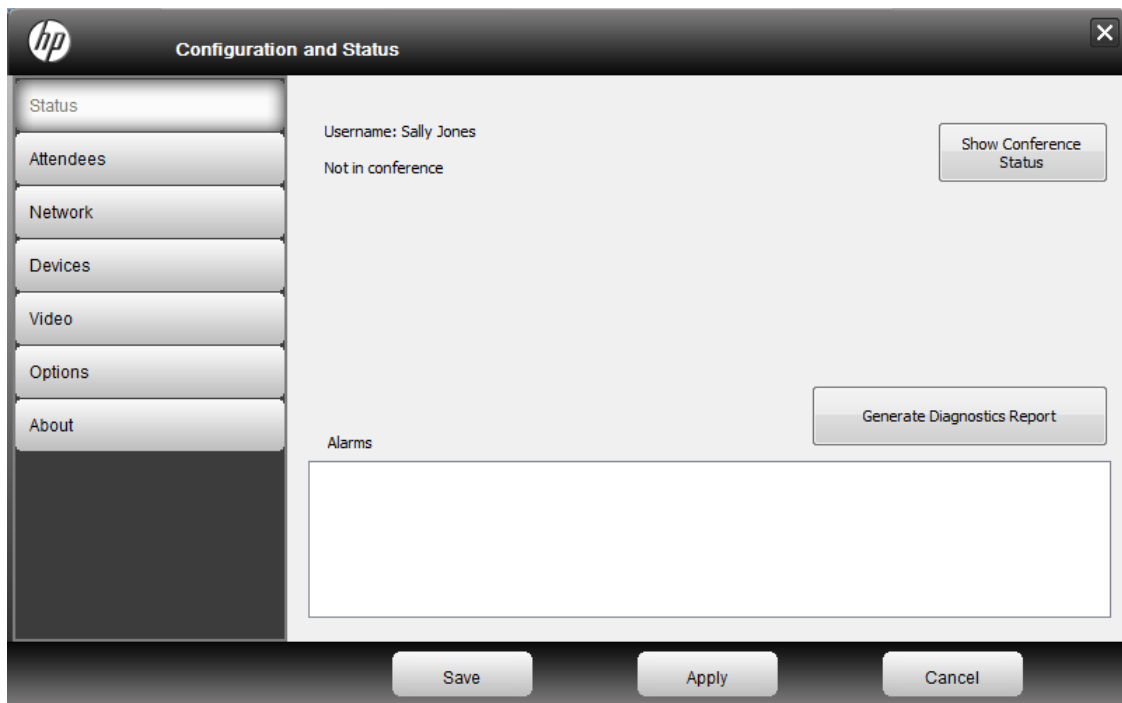
The portal can display text in any one of eleven languages.

1. Select **Language**.
2. Select the language you want displayed.
3. Select **Save**.

Desktop client settings

From the Desktop, you can control the network, device, video, and meeting options settings the Desktop uses when connecting to meetings.

1. Right-click Desktop icon in the system tray.
2. Select **Configuration...**



Viewing your meeting status

If you are in a meeting, the **Status** tab shows what meeting room you are connected to, as well as any alarms to indicate a problems with the meeting.

Viewing participants in your room

The **Attendees** tab shows participants who are in the same meeting you are in. All participants in the meeting you are connected to are displayed.

- ▲ Select **Refresh** to update the list of participants.

NOTE: If you see small boxes instead of letters or characters, the user's name is written in a language font not supported by your computer.

Changing device settings

When you installed the Desktop client, you selected your default speaker, microphone, and camera. If you need to update or change these, you can do this from the Devices page.

NOTE: If the Desktop detects a new device when you join a call, this menu opens automatically.

Changing video settings

You can choose from several different video settings that affect how the Desktop encodes video. It is best to leave the default at Best Quality (recommended).

Changing language and meeting options

Normally the Desktop uses the same display language you selected in the User Portal. If you want the desktop to use a different language than the portal, you can select it from the Desktop **Options** page.

NOTE: When you restart the Desktop, the language will revert to the same language specified in the User Portal.

There are several global desktop options you can select from this tab.

Check this ...	To do this ...
Start Visual Collaboration Desktop on login	The desktop will start on computer startup.
Auto Answer Enabled	You do not have to accept invitations; if you receive a meeting invitation and you are available, you join the meeting automatically.
Play a tone when participants join or leave	Sounds an alert when users join or leave a meeting.
Start Conference in Full-screen	All meetings begin in full-screen mode, instead of in a window.
Always Display Toolbar	The meeting toolbar does not fade away in full-screen mode.

1. Select **Options**.
2. Select the language and options.
3. Select **Save**.